

**SANTA CLARA CITY COUNCIL WORK MEETING
WEDNESDAY, JUNE 11, 2025
MINUTES**

THE CITY COUNCIL FOR THE CITY OF SANTA CLARA, WASHINGTON COUNTY, UTAH, met for a Work Meeting on Wednesday, June 11, 2025, at 4:00 p.m. in the City Council Chambers located at 2603 Santa Clara Drive, Santa Clara, Utah. The meeting was broadcast on the City website at <https://santaclarautah.gov>.

Mayor: Rick Rosenberg

Council Members: Janene Burton
Christa Hinton
Dave Pond
Jarett Waite

Excused: Council Member Ben Shakespeare

City Manager: Brock Jacobsen

City Recorder: Selena Nez

Others Present: Jim McNulty, Planning and Economic Development Manager
Dustin Mouritsen, Public Works Director
Dan Cazier, Fire Chief
Debbie Bannon, Finance Director
Cody Mitchell, Building Official
Jaron Studley, Police Chief
Dayne Call, Parks and Trails Assistant Director
Debbie Andrews, Administrative Assistant

1. Call to Order.

Mayor Rick Rosenberg called the meeting to order at 4:00 p.m. and welcomed those present.

2. Working Agenda.

A. General Business.

i. Discussion regarding Pet Wall of Fame. Presented by Youth Council.

The above item was removed from the Agenda.

ii. Discussion regarding Development Fee Schedule. Presented by Jim McNulty, Planning Director.

Planning and Economic Development Manager, Jim McNulty reported that no changes had been made to the Development Fee Schedule since February 2020 when Ordinance 2020-05 amended the schedule to include a \$1,000 Annexation Fee and \$550 Variances and Appeals Fee. No changes were proposed to the Annexation Fee. However, an increase of \$450 was proposed to the Variances and Appeals Fee. Costs associated with the recent case that was brought before the new Administrative Law Judge indicate that the current fee is insufficient. The Administrative Law Judge charges an hourly rate, and their fee for that case was \$3,300.

Mr. McNulty reported that he compared Santa Clara's Development Fee Schedule with those of Pleasant Grove, Washington City, Saint George, Hurricane, and Sandy, and the following proposed increases were based on that comparison as well as the City's actual costs.

- **Conditional Use Permits.** Existing: \$200. Proposed: \$300.
Hurricane charges \$250, while Saint George and Washington City charges \$300.
- **Sign Permits.** Existing: \$2 per square foot. Proposed: \$3 per square foot.
- **General Plan Amendment.** Existing: \$500 plus acreage. Proposed: \$1,000 plus acreage.
Because they are legislative decisions, both Staff and the City Attorney must be involved with these applications.
- **Lot Line Adjustment.** Existing: \$200. Proposed: \$300.
- **Plat Amendment.** Existing: \$300. Proposed: \$500.
A public hearing is not required, but notice must be placed on the property and mailed to neighboring property owners.
- **Fence Permit.** Existing: \$5. Proposed: \$20.
- **Cell Tower Application.** Existing: \$200. Proposed: \$500.
Because they are Conditional Uses, the City Attorney must be involved in this process.
- **Zoning Text Amendment.** Existing: \$150. Proposed: \$500.
An extensive process is required for developer-initiated Zoning Text Amendments, including Staff research, public hearings, and work meetings. The proposed fee is typical of cities in the area.
- **Extension of Time.** Existing: \$75. Proposed: \$150.
State Code provides up to two years for Plat recordation. If an extension is needed, the Planning Commission must review and approve the extension. Up to two extensions are allowed.
- **Accessory Dwelling Unit ("ADU").** Existing: \$100. Proposed: \$150.

As an administrative Conditional Use, ADUs are approved at the Staff level, but they require Technical Review Committee (“TRC”) and Staff review.

- **Major Subdivision.** Existing: \$650 plus \$35 per lot. Proposed: \$850 plus \$50.
Other cities charge separate fees for preliminary and final Plats. Santa Clara only charges one fee, and Mr. McNulty prefers to keep that fee structure.
- **Minor Subdivision.** Existing: \$550. Proposed: \$750.
- **Performance Bond.** Existing: 125% of the engineer’s estimate. Proposed: 100% of the engineer's estimate to comply with newly enacted State regulations.
- **Site Plan Review, Standard.** Existing, \$300. Proposed: \$500.
Other cities charge an acreage fee in addition to the flat fee.
- **Planned Development (“PD”) Site Plan Review.** Existing: \$500. Proposed: \$750.
Mr. McNulty reported that PD reviews are more detailed and require more time than standard Site Plans.
- **Zone Change, Standard.** Existing, \$300 plus acreage fee. Proposed: \$500 plus acreage.
- **Zone Change to PD.** Existing, \$500 plus acreage fee. Proposed: \$1,000 plus acreage.
As legislative items, these applications go through the public noticing and hearing process. The proposed increase would correspond with the General Plan Amendment fee.
- **PD Project Plan Amendment.** Existing, \$500. Proposed: \$750.

The following items are not currently included in the Development Fee Schedule.

- **Commercial Business License.** Existing, \$50. Proposed: \$150.
- **Liquor License (Single Event).** Existing, \$100. Proposed: \$200.
- **On-Premises Liquor License.** Existing, \$100. Proposed: \$300.
- **Special Event Permit.** Existing, \$150. Proposed: \$150 or \$300 for over 500 people.

Mr. McNulty reported that based on his experience and his review of other cities’ fees, the proposed fees were fair and would help cover the costs of associated engineering and legal services. He asked for the City Council’s input.

Mayor Rosenberg asked for clarification on the acreage fee charged for General Plan Amendments and recommended that it be added to the table. Mr. McNulty reported that the fee is \$50 per acre for up to 100 acres and \$25 per acre for 100 to 500 acres. Those fees also apply to standard and PD zone changes. The full fee schedule would be included in the Meeting Packet when the item was next discussed.

In response to a question from Council Member Pond, Mr. McNulty confirmed that the Administrative Law Judge handles all variances and appeals. Council Member Pond asked if 100% of the costs for the Administrative Law Judge could be passed through instead of a flat fee. Building Official, Cody Mitchell suggested charging the contracted rate of \$350 per hour.

In response to a question from Council Member Burton, Mr. McNulty stated that the increased fees would cover the City's costs. He reviews all projects, but many of them are also reviewed by engineering and legal. The City contracts with Alpha Engineering and Sunrise Engineering for engineering services. They are paid through the Planning Department budget, but the current fees do not cover the costs for those services. Applications that require more time have higher fees.

In response to a question from Mayor Rosenberg, Mr. Mitchell agreed that the most recent appeal was very expensive. In addition to the Administrative Law Judge's fees, it required the time and attention of the City Attorney, Mr. Mitchell, City Inspectors, the City Recorder, etc. The Administrative Law Judge's fee for the appeal was \$3,300. In response to a follow-up question, Mr. Mitchell clarified that the Administrative Law Judge handles Code Enforcement appeals. The Planning Commission has the authority to approve certain variances, as can he and Mr. McNulty.

Mr. McNulty stated that he would confer with City Attorney, Matt Ence to determine if the Administrative Law Judge's \$350 per hour fee could be passed through. He indicated that in other cities he has worked in that removed the Board of Adjustment, Land Use matters were also decided by the Administrative Law Judge.

Mayor Rosenberg suggested separating the two items and charging one fee for Staff or Planning Commission approvals and the Administrative Law Judge's actual fee for appeals that they review. Mr. McNulty noted that Conditional Use Permit ("CUP") appeals are brought before the City Council and can only be appealed in District Court. Council Member Pond agreed with Mayor Rosenberg that separating the fees may help the City recoup its actual costs for appeals.

Council Member Waite stated that he looked at other cities' fees for General Plan Amendments and Washington City, Washington County, and Saint George charge \$500. His understanding is that General Plan Amendments can sometimes be optional, and he does not want to discourage applications for items that would clarify City Code. He expressed concern about charging double the fee of other cities. Mr. McNulty stated that cities to the north charge the higher fee, but they could keep it at \$500 or only increase it to \$750.

Council Member Waite stated that he was not in favor of increasing the fee for ADUs and asked if other fees would also apply. Mr. McNulty clarified that the application fee covers Staff review and assistance with the Affidavit of Understanding, as well as time spent with the TRC. Internal ADUs are not reviewed by the TRC as they are a Permitted Use in all single-family zones.

Council Member Burton stated that the Variances and Appeals and General Plan Amendment Fees were large increases. Mr. McNulty explained that the increased Variances and Appeals Fee would encourage applications to think about the process. They do not want to encourage variance applications because if too many were granted, that would circumvent City Code. The

requirements were put in place for a reason, and a specific need must be proven for a variance to be granted. The Administrative Law Judge is also very expensive. Mr. McNulty would meet with Mr. Ence and obtain more information prior to bringing the matter back before the City Council for additional discussion.

**iii. Discussion Regarding the Central to St George 138kV Looping Project.
Presented by Brock Jacobsen, City Manager.**

City Manager, Brock Jacobsen reported that the project will upgrade a number of facilities, substations, and lines to accommodate population growth. Utah Associated Municipal Power Systems ("UAMPS") will raise its debt cap from \$64 million to \$100 million to accommodate the project, which includes system upgrades of over \$30 million. A Santa Clara substation is included in the project. Mr. Jacobsen reported that UAMPS provided a prepayment option, but the City elected not to make an upfront payment.

The project will include five phases. The first two phases will be completed in 2025 at a project cost of approximately \$15 million and will include rerouting the Santa Clara-Snow Canyon line off of Pioneer Parkway near the Santa Clara-Saint George border. Due to concerns regarding encroachment into the easement, they will be moving the line to follow Pioneer Parkway. It will then attach to the line from the Santa Clara substation at the trail. Mr. Jacobsen has had discussions with Power Director, Gary Hall regarding minimizing impacts of the plan and limiting the number of times the line crosses Pioneer Parkway, including potentially removing the pole lights near the falls so the power lines can stay on one side of the road.

For the first 2 ½ years, payments will be interest only. The interest rate will be approximately 5% over a 20-year term. For Fiscal Year 2026, the debt payment will be \$209,000. The cost is based on the City's forecasted load of 6.06%, or \$900,000 for the first phase. Mr. Jacobsen indicated that he would like to have Intermountain Consumer Professional Engineers, Inc. ("ICPE") add the project to the Impact Fee and Capital Facilities Plans, as it is required due to growth. There are some Impact Fee funds available, but they were reserved to build the South Hills transmission line from the Green Valley Substation into Santa Clara.

Mayor Rosenberg noted the project consists of substation transformer upgrades, rerouting of the Snow Canyon line, and reconducting the river line. He had hoped a second line would be included. Mr. Jacobsen stated that the loop is a priority to Santa Clara. How looping works to back-feed electricity was discussed.

In response to a question from Council Member Burton, it was clarified that "PMC" stands for Project Management Committee, which includes members from the affected communities who are collaborating with UAMPS on the project. At Council Member Burton's request, Mr. Jacobsen reviewed the current bonds and payments listed on the UAMPS presentation. The new debt would start with interest-only payments for two-and-a-half years until the current bond is paid off, at which point full payments would begin.

Mr. Jacobsen reported that Mr. Hall would bring the resolution back to the City Council at a July meeting.

In response to a comment by Mayor Rosenberg, Mr. Jacobsen reported that Impact Fee funds had been set aside for the South Hills line. He spoke with Mr. Hall about the matter, who indicated that they will need a substation as well. Existing funds will only cover the cost of either the line or the substation, so a bond may be required.

3. Staff Reports.

Police Chief, Jaron Studley reported on the following:

- School Resource Officers have completed their school schedules for the year and are back on patrol.
- Warnings, citations, and arrests have increased.
- There were 11 vehicle accidents in May. Two of the accidents involved vehicles running over their drivers. One was backing out of her driveway and was struck by her own vehicle, which then collided with the new Public Works truck. Four hours later, a gentleman was repairing his car in Ivins City and was also struck by his own vehicle.
- At the Council's direction, the School Resource Officers will be focusing on electric bicycles and golf carts. They can only give warnings because the ability to cite operators of those vehicles is not currently codified, but Captain Rogers is working on the matter.
- Captain Rogers introduced two new employees at the last City Council meeting, but one of those employees decided to leave law enforcement. Army veteran, Jeremy Gatica was hired to fill the position.

Council Member Pond noticed that Saint George is ramping up its enforcement efforts. They not allow Utility Terrain Vehicles ("UTV") on their streets, and their UTV code includes e-bikes. His neighbors have expressed concerns about e-motorcycles. Chief Studley stated that e-bikes are classified as Class 1, 2, or 3. Talaria, Surron, and other e-motorcycles are considered motorcycles by definition, and licensed drivers are allowed to travel to and from trailheads on them. Council Member Pond stated that there are several being operated by younger drivers in his neighborhood.

In response to a question from Council Member Hinton, Chief Studley reported that UTVs are legal in Santa Clara if registered and operated by a licensed driver, but Ivins has a zero-tolerance policy for that type of motorized vehicle. Four-wheelers, UTVs, golf carts, and e-motorcycles are not allowed on Ivins City roadways.

Council Member Waite stated that Mimi McKenna reported issues with cars exiting the Relief Society parking lot on Chapel Street at fast speeds and doing doughnuts.

Parks and Trails Assistant Director, Dayne Call reported on the following:

- Painting has been completed on the Pioneer Parkway tunnel mural. Once clearcoat is added, the project will be finished.
- Staff has been working hard on the WeatherTRAK system.
- The American Fastball Association Nationals, Santa Clara's largest tournament of the year, was taking place at Gubler Park and the Little League Field.

- Little league season is now over.

Council Member Waite asked if they had coordinated with the teacher in charge of the mural regarding a date for the ribbon cutting. Mr. Call stated that Mr. VonCannon had spoken with her, but he was unsure of the details.

Fire Chief, Dan Cazier reported on the following:

- Regarding the two vehicles that struck their drivers on the same day, the second car traveled halfway down the block and stopped when it struck a boulder. Both drivers survived.
- There has been an increase in calls. They previously talked about the infrequency of calls from Snow Canyon State Park, but crews responded there earlier in the day.
- The wildland fire crew was deployed to California the previous week. Their first assignment was to assist with a fire that was nearly contained, and then they were reassigned to the 4,200-acre Ranch Fire, which is approximately 10% contained. It is expected that the crew will be extended. If the deployment lasts for 14 days, a new crew will be sent and the original crew will return home. California is very short-staffed on firefighters, so the likelihood of an extension or crew swap is high.
- A newly hired engineer decided to return to Northern Utah, and a second engineer also gave notice. Both positions had been posted, and some good candidates had already applied.

Building Official, Cody Mitchell reported on the following:

- They will be advertising for a part-time building inspector to replace Fred Fage.
- There were 21 pending permits for new construction of single-family homes and townhomes, which would bring the total to 69.
- Several pool permits have been issued.
- New hire Debbie Andrews is doing a great job.

Planning and Economic Development Manager, Jim McNulty reported on the following:

- A General Plan Open House was held the previous evening, and he will be following up with the consultant to ensure that the comments received during the open house are addressed.
- The June 26, 2025, Planning Commission meeting will include two public hearings on the Cole West project, previously known as the Silverado Project. They propose a Planned Development Commercial Zone in front and a Planned Development Residential Zone for multi-family and small-lot single-family homes in the rear. The Plat will also be amended to decrease the project from three lots to two. The item is expected to be before the City Council at a July meeting.

Public Works Director, Dustin Mouritsen reported on the following:

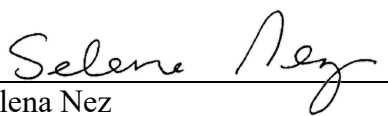
- He attended the annual Snow Canyon Compact meeting. Saint George owns and operates the compact, but Santa Clara is entitled to usage of 24% of the water. Wells 3 and 3a will

be rebuilt this year. They are expected to produce an excess of 800 to 1,000 gallons, 24% of which can be utilized by Santa Clara to decrease the City's regional water usage.

- Pioneer Parkway striping was scheduled for that day, but the truck broke down. They expected to sweep that evening and stripe the lines the next day. Crosswalks and messages would be done at a later time.
- Black Desert Resort has agreed to resurface the intersection of Red Mountain Road and Pioneer Parkway due to damage caused by construction vehicles.
- The signal technician checked the timing of the signal at Red Mountain Road and Pioneer Parkway and confirmed that it is set to Utah Department of Transportation ("UDOT") standards like all City traffic signals.
- He attended the annual Saint George Canal Company meeting. The water allotment for the year is 36.7%, and Santa Clara will incur some pumping costs.
- Regarding the gate in Paradise Village that a citizen brought to Council Member Burton's attention, the employee who performs those repairs will be able to weld and rehang the gate in approximately two weeks. It will be better secured and locked.
- There were 11 applicants for the part-time street sweeper position, and three interviews had been scheduled.
- A resident called the previous week about groundwater on Hamblin Drive. Staff isolated the system and found a service line leak in the Rim Circle cul-de-sac, which had since been repaired.
- New Water Efficient Landscape and Conservation Standards were scheduled for review by the Planning Commission on June 12, 2025. The program is administered and approved by the Washington County Water Conservancy District. If developers build to their Ultra-Water Efficient Landscape Standards, they receive a 33% discount on Impact Fees. Standards include xeriscaping and a prohibition on individual pools.

4. **Adjournment.**

The City Council Work Meeting adjourned at 5:39 p.m.


Selena Nez
City Recorder

Approved: _____ June 25, 2025